



EVANGELICAL LUTHERAN CHURCH IN CANADA
BRITISH COLUMBIA SYNOD
 80 EAST 10TH AVENUE
 NEW WESTMINSTER B.C. V3L 4R5
 Tel.: (604) 524-1318 Fax: (604) 524-9255

Congregation: _____

Date: _____

Name: (Payable to): _____

Meeting date from: _____

Address: _____

To: _____

Postal Code: _____

Purpose of Meeting: _____

Please attach all receipts

Indicate Dates:										Total \$	Office use A/C		
Meeting Costs:													
Telephone:													
Photocopying:													
Supplies:													
Other:													
Total Meeting Costs													
Travel Costs:													
Accommodation													
Meals incl. Tips													
Taxi - Parking													
Airfare - Bus													
Car expense from below													
Ferry													
Other													
GST													
Total Expense													
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">Please Note</div> <div>Less Donation to Synod, if applicable</div> </div>													
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">Car Allowance reimbursed at 37 cents/km</div> <div>Amount Due</div> </div>													
From:	To:	km driven	\$								Cheque # & Date		

Remember to record the GST Amount

4610

Please sign here to confirm donation to BC Synod: _____

Submitted by: _____ Committee Chair Approval: _____